

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Accounting Administrator I (Supervisor) – Local Government Policies Section
Position #:	051-420-4549-007
Salary Range:	\$5079-\$6127
Issue Date:	November 5, 2008
Contact:	Candace Martin (916) 324-1867
Location:	Accounting and Reporting 3301 C Street, Suite 500 Sacramento, CA 95816
Final Filing Date:	(Statewide) Until Filled

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Accounting and Reporting
ATTN: Candace Martin
3301 C Street, Suite 500
Sacramento, CA 95816

Please write "420-4549-007 LGPS" on your application, and attach a copy of your list eligibility. Applications without this information may be rejected.

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is the destination employer within the State of California.

Scope of the Position: Under the general direction of the Accounting Administrator II, the incumbent supervises a group of professional accounting and analytical staff performing a variety of accounting and analytical functions necessary to create statewide accounting policy guidelines and produce statewide local government publications. Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Instruct and train staff in processes used to prepare reporting instructions, analyze financial data, create ad hoc reports, and use reporting system databases and desktop publishing programs to generate annual financial publications.
- Conduct statewide accounting and reporting policy requirement workshops/training for local governments. Develop workshop training materials, and schedule, plan, organize, and conduct training.
- Monitor reporting system performance measures. Function as section liaison to information systems staff responsible for system program maintenance.
- Participate in assessing workload issues for the purpose of creating performance measurements, annual work plans, and project management plans.
- Monitor staff performance and development. Annually complete performance appraisals, and meet individually with affected staff. Provide guidance and motivation to solve performance problems. When required, initiate disciplinary action against subordinate staff.
- Travel as needed to attend accounting meetings and conferences with local government officials.

Desirable Qualifications:

- Demonstrated ability to motivate and encourage staff and promote a team environment.
- Demonstrated ability to guide staff performing tasks of varying degrees of complexity.
- Demonstrated ability to communicate effectively with all levels of staff within the Division.
- Demonstrated ability to communicate effectively with staff in local government agencies.
- Effectively research and analyze data, develop and evaluate alternatives
- Ability to make sound and independent decisions
- Dependable, self-motivated and flexible